

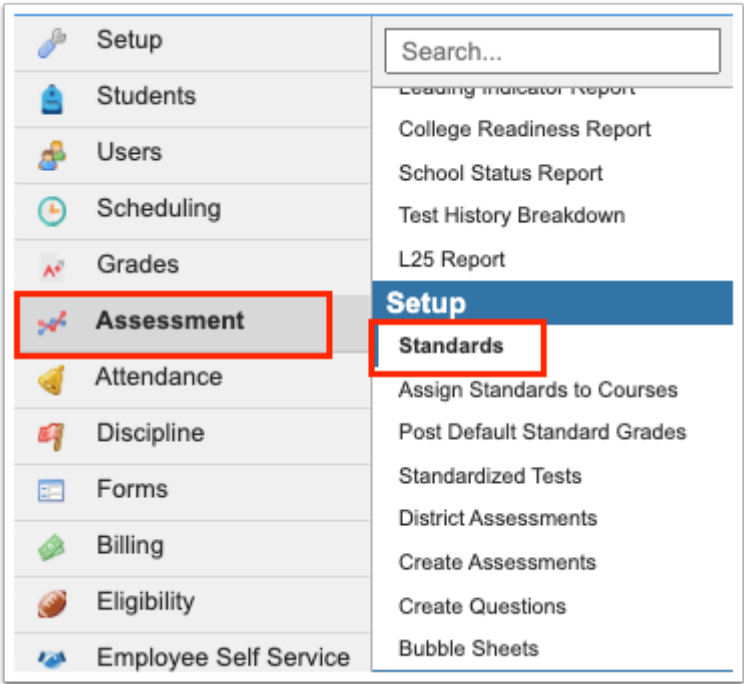
Standards

The Standards screen is used to set up standards in Focus. Standards can be organized using subject areas, grade levels, strands, and clusters. Standards can be added at any level, depending on how the district wants to organize the standards. Standards are assigned to courses using the [Assign Standards to Courses](#) screen.

i Focus' import tools have the capability to import standards. Currently, Focus has a set of Florida standards available to be imported. Please contact Focus Support for more information, or if you need assistance importing standards and linking them to courses.

Viewing Standards

1. In the **Assessment** menu, click **Standards**.



2. Click a subject area to view any grade levels within it. Depending on district setup, there may be standards directly assigned to subject areas.

29 Subject Areas

World Languages

Math NGSS

Social Studies

Social Studies 8482

Title Short Name Sort Order

10 Grade Levels

9th–12th Grade

Eighth Grade

Fifth Grade

First Grade

Fourth Grade

Kindergarten

Second Grade

Seventh Grade

Sixth Grade

Third Grade

+ Add a new Grade Level

Save

3. Click a grade level to view any strands within it. Depending on district setup, there may be standards directly assigned to grade levels.

29 Subject Areas

World Languages

Math NGSS

Social Studies

Social Studies 8482

Title Short Name Sort Order

10 Grade Levels

9th–12th Grade

9th–12th Grade 43

Title Short Name Sort Order

8 Strands

American History

Civics and Government

Economics

Geography

Humanities

Psychology

Sociology

World History

+ Add a new Strand

Save

4. Click a strand to view any clusters within it. Depending on district setup, there may be standards directly assigned to strands.

29 Subject Areas

World Languages

Math NGSS

Social Studies

Social Studies 8482

Title Short Name Sort Order

10 Grade Levels

9th-12th Grade

9th-12th Grade 43

Title Short Name Sort Order

8 Strands

American History

American History 216

Title Short Name Sort Order

No Clusters

Add a new Cluster

82 Standards

SS.912.A.7.9

SS.912.A.7.8

SS.912.A.7.7

SS.912.A.7.6

SS.912.A.7.5

5. Click a cluster to view any standards within it.

Adding and Organizing Standards

1. To add a new subject area, grade level, strand, or cluster, locate where in the hierarchy to place the item and click the **Add a new...** link.

Save

PE

PE Access Points

Health

Health Access Points

Dance

Dance Access Points

Music

Music Access Points

Theater

Theatre Access Points

Visual Arts

Visual Arts Access Points

Language Arts AP

English CC

Math AP

Math Access Points

Math FL

English FL

Math CC

Add a new Subject Area

No Standards

Add a new standard at this level

2. Enter a **Title**.

3. Enter a **Short Name**, if desired.
4. Enter a **Sort Order**.
5. Click **Save**.

New

World Languages WL 1

Title Short Name Sort Order

No Grade Levels

6. To add a standard, locate the level in the hierarchy to add the standard and click **Add a new standard at this level**.

Dance

Dance 1455

Title Short Name Sort Order

8 Grade Levels

6th-8th Grade

6th-8th Grade 230

Title Short Name Sort Order

5 Strands

Critical Thinking and Reflection

Critical Thinking and Reflection 1265

Title Short Name Sort Order

No Clusters

[Add a new Cluster](#)

11 Standards

DA.68.C.3.2	X
DA.68.C.3.1	X
DA.68.C.3	X
DA.68.C.2.2	X
DA.68.C.2.1	X
DA.68.C.2	X
DA.68.C.1.4	X
DA.68.C.1.3	X
DA.68.C.1.2	X
DA.68.C.1.1	X
DA.68.C.1	X

[Add a new standard at this level](#)

7. Enter a **Title** for the standard.
8. Enter a **Short Name**, if desired.
9. Enter a **Sort Order**.

The Sort Order is not required, but is used to determine the order in which standards appear in various areas of Focus, including the Post Standard Grades screen and printed standards-based report cards.

10. Enter a **Description** of the standard.
11. To hide the standard from report cards and the Post Standard Grades screen, select **Hide Standard from Report Cards**.

Standards hidden from report cards can still be used by teachers in the Gradebook for assignments.

12. Select the **Grading Scale** to use to grade this individual standard if it differs from the Standards Grading Scale set on the section.

If this field is left blank, the Standards Grading Scale set on the section will be used to grade the standard. If the Grading Scale set on the standard is not available at the current school, then the Standards Grading Scale set on the section will be used.

13. If the standard will only be used for specific marking periods, select the appropriate marking period check boxes.

If all marking period check boxes are left null (blank), then the standard will be available for all marking periods.

14. Click **Save**.

This screenshot shows the 'New' standard setup form. It includes fields for Title, Short Name, Sort Order, and Description. There is a 'Hide From Report Card' checkbox and a 'Grading Scale' dropdown menu. Below these are several marking period checkboxes: Summer Session 2, Full Year, Term D, Fall Term 1, 4th 9 Weeks, 1st 9 Weeks, 3rd 9 Weeks, Term C, Semester 1, 2nd 9 Weeks, Summer School, Summer School, Fall Term 2, Summer Session 1, Quarter 1, Term B, and Semester 2. A red 'X' icon is in the top right corner.

Editing a Subject Area, Grade Level, Strand, Cluster, or Standard

1. Locate the item in the hierarchy and click on the title to display the setup fields.

This screenshot shows the 'Shows Effort' standard setup form. The 'Shows Effort' title is highlighted with a red box. The form includes fields for Title, Short Name, Sort Order, and Description. There is a 'Hide From Report Card' checkbox and a 'Grading Scale' dropdown menu. Below these are several marking period checkboxes: Summer Session 2, Full Year, Term D, Fall Term 1, 4th 9 Weeks, 1st 9 Weeks, 3rd 9 Weeks, Term C, Semester 1, 2nd 9 Weeks, Summer School, Summer School, Fall Term 2, Summer Session 1, Quarter 1, Term B, and Semester 2. A red 'X' icon is in the top right corner.

2. Edit the setup fields as needed and click **Save**.

This screenshot shows the 'Shows Effort' standard setup form. The 'Shows Effort' title is highlighted with a red box. The form includes fields for Title, Short Name, Sort Order, and Description. There is a 'Hide From Report Card' checkbox and a 'Grading Scale' dropdown menu. Below these are several marking period checkboxes: Summer Session 2, Full Year, Term D, Fall Term 1, 4th 9 Weeks, 1st 9 Weeks, 3rd 9 Weeks, Term C, Semester 1, 2nd 9 Weeks, Summer School, Summer School, Fall Term 2, Summer Session 1, Quarter 1, Term B, and Semester 2. A red 'X' icon is in the top right corner.

Deleting a Subject Area, Grade Level, Strand, Cluster, or Standard

i Attempting to delete an item that has nested categories and standards will display a confirmation message. Deleting the item will delete all nested categories and standards.

! Attempting to delete a standard that is attached to an assignment in a teacher's Gradebook will result in an error message "There are [x] grades linked to this standard. Please delete them before deleting this standard."

Deleting a standard for which grades have already been posted will result in orphaned grade records. These records cannot be viewed from the interface, nor can be included in report cards. Standards should not be deleted if grades have been posted.

Locate the item in the hierarchy and click the red **X** on the right side of the screen.

